

Step 1: Welcome!

The screenshot shows the DonorsChoose.org website interface. At the top, the logo and tagline 'Teachers ask. You choose. Students learn.' are on the left, and navigation links for 'Help Center', 'My Account', 'Sign Out', and 'Giving Cart: 0 items' are on the right. Below the logo, a 'Create a Project' button is visible. The main content area has an orange header with 'Welcome!' in large, stylized letters. Below this, a message says 'We're glad you're here.' followed by a paragraph about ensuring students have resources. To the right of the message are links for 'Video Guide' and 'Help'. Below the message, a section titled 'We're here to help.' lists three resources: 'Video Guide | Help' (with a video icon), 'Steps' (with a staircase icon), and 'Common Questions' (with a question mark icon). Each resource has a brief description of its purpose. At the bottom right, there is a green 'Get Started' button with a right arrow.

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Help Center | My Account | Sign Out | Giving Cart: 0 items

Projects | Gifts | About

Create a Project

home > my account > my project drafts > welcome

Steps:

1. Welcome
2. Choose Project Type
3. Create Title
4. Go Shopping
5. Summarize Cart
6. Tell Your Story
7. Provide Project Details
8. Quantify Impact
9. Select Expiration Date
10. Confirm and Submit

Welcome!

We're glad you're here.

Whether you have a creative project idea or need basic supplies, we know you're committed to ensuring that your students have the resources and opportunities they deserve.

Video Guide | Help

We're here to help. If you get stuck along the way, there are three places on each page to find help:

- Video Guide | Help** (Top Right): You will find a video help and a pull-down help menu of resources.
- Steps** (Left): You can track where you are in the process and return to a step at any time.
- Common Questions** (Bottom): You'll find answers to common questions teachers ask.

Get Started >

- Once you've set up your teacher account and **uploaded a classroom photo** (?), you're ready to create a project!
- The navigation bar on the left will walk you through the **10 easy steps** to submit your project request.
- **If you get stuck** at any point, there are several resources on each screen to help. Look for answers to common questions at the bottom of every screen.

Step 2: Choose Project Type

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Help Center | My Account | Sign Out | Giving Cart: 0 items

Projects | Gifts | About

Create a Project

home > my account > my project drafts > choose project type

Steps:

- Welcome
- Choose Project Type**
- Create Title
- Go Shopping
- Summarize Cart
- Tell Your Story
- Provide Project Details
- Quantify Impact
- Select Expiration Date
- Confirm and Submit

2. Choose Project Type

Help ▾

What type of resource would you like to request?

You currently have **3** points to spend. ([Why?](#))

- ☒ **Materials through eSchoolMall (1-4 points)**
 - Materials between \$100 and \$400 (1 point)
 - Materials between \$401 and \$800 (2 points)
 - Materials more than \$801 (4 points)
- ☐ Special request for materials not available through eSchoolMall (6 points)
- ☐ Class trip (6 points)
- ☐ Class visitor (6 points)

Save and Create Title >

- This tutorial will walk you through the steps to submit a project request for **Materials through eSchoolMall**.
- You can submit different types of projects depending on how many **points** you have in your teacher account. A first-time teacher starts with 3 points and can earn more. [Find out how.](#)
- **Submit a low-cost project (\$100-\$400 in materials)** to have the best chance of receiving funding! ([?](#))

Step 3: Create Title

The screenshot shows the DonorsChoose.org website interface for creating a project. At the top, the logo and tagline 'Teachers ask. You choose. Students learn.' are visible, along with navigation links for 'Help Center', 'My Account', and 'Giving Cart: 0 items'. A secondary navigation bar includes 'Projects', 'Gifts', and 'About'. The main heading is 'Create a Project', with a breadcrumb trail: 'home > my account > my project drafts > create title'. On the left, a 'Steps:' sidebar lists 10 steps, with '3. Create Title' highlighted in orange. The main content area has an orange header '3. Create Title' with a 'Help' dropdown. Below this, instructions state: 'Give your project a title to capture attention. Capitalize It Like a Book Title. You can come back later and change this if you wish.' A 'Title:' label is followed by a text input field. Below the field is a 'Check spelling' link and a character count '60 characters remaining'. Two buttons are present: 'Save Draft' (orange) and 'Save and Go Shopping' (green with a right arrow). At the bottom, an 'Example Titles' section lists three projects with links to 'view project': 'From Garbage to Gold: The Alchemy of Composting', 'Van Gogh's Starry Night in Motion!', and 'Ravenous Readers Need a Larger Leveled Library'.

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Help Center | My Account | Giving Cart: 0 items

Projects | Gifts | About

Create a Project

home > my account > my project drafts > create title

Steps:

1. [Welcome](#)
2. [Choose Project Type](#)
3. **Create Title**
4. Go Shopping
5. Summarize Cart
6. Tell Your Story
7. Provide Project Details
8. Quantify Impact
9. Select Expiration Date
10. Confirm and Submit

3. Create Title Help ▼

Give your project a title to capture attention. Capitalize It Like a Book Title.
You can come back later and change this if you wish.

Title:

[Check spelling](#) 60 characters remaining

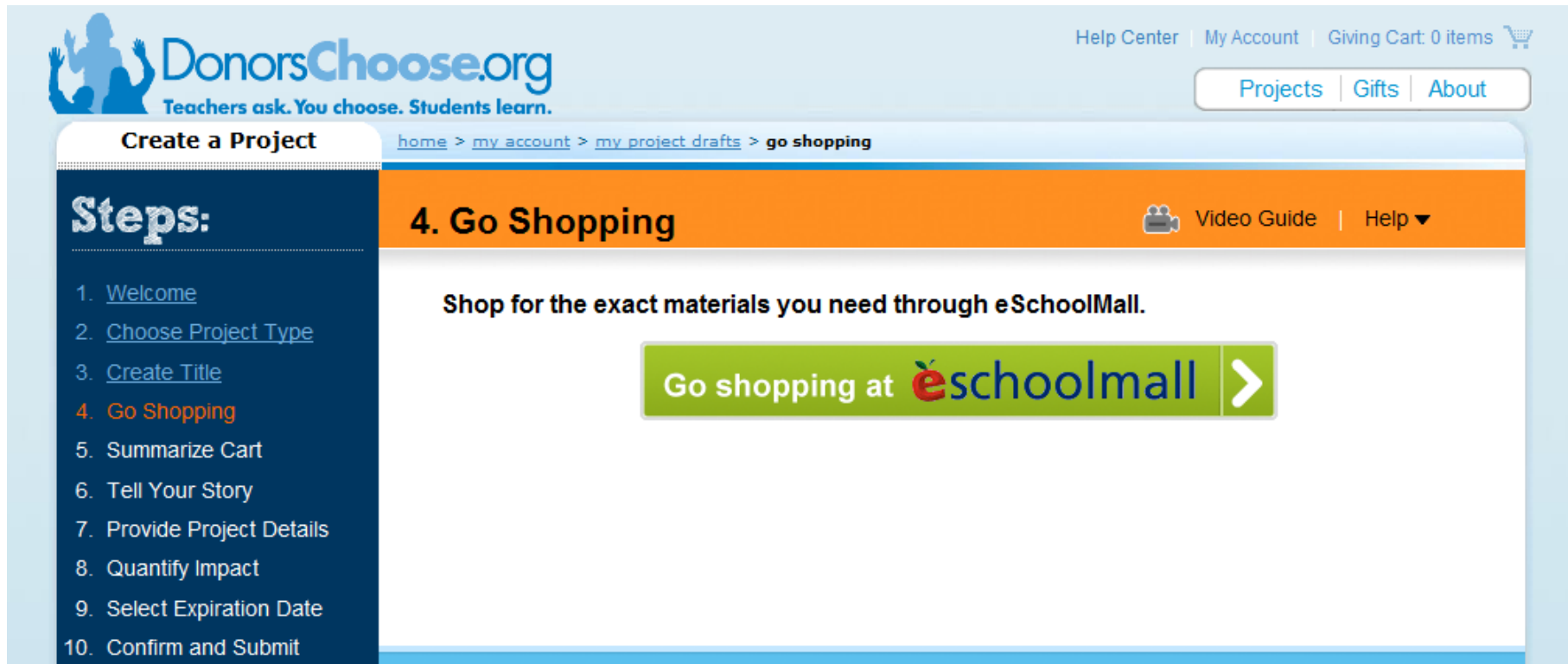
Save Draft **Save and Go Shopping** ➔

Example Titles

- From Garbage to Gold: The Alchemy of Composting ([view project](#))
- Van Gogh's Starry Night in Motion! ([view project](#))
- Ravenous Readers Need a Larger Leveled Library ([view project](#))

- Grab the reader's attention with a snazzy title, and **double check your spelling** to avoid errors.
- If you need **inspiration**, check out the example titles at the bottom of the page.

Step 4: Go Shopping



The screenshot shows the DonorsChoose.org website interface. At the top, the logo and tagline 'Teachers ask. You choose. Students learn.' are visible. Navigation links for 'Help Center', 'My Account', and 'Giving Cart: 0 items' are in the top right. Below these are buttons for 'Projects', 'Gifts', and 'About'. A breadcrumb trail reads 'home > my account > my project drafts > go shopping'. The main heading is '4. Go Shopping'. A sidebar on the left lists 10 steps, with '4. Go Shopping' highlighted. The main content area says 'Shop for the exact materials you need through eSchoolMall.' and features a large green button that says 'Go shopping at eschoolmall' with a right-pointing arrow. A 'Video Guide' link is also present.

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Teachers ask. You choose. Students learn.

Help Center | My Account | Giving Cart: 0 items

Projects | Gifts | About

Create a Project

home > my account > my project drafts > go shopping

4. Go Shopping

Video Guide | Help ▼

Shop for the exact materials you need through eSchoolMall.

Go shopping at eschoolmall

Steps:

1. [Welcome](#)
2. [Choose Project Type](#)
3. [Create Title](#)
4. **Go Shopping**
5. Summarize Cart
6. Tell Your Story
7. Provide Project Details
8. Quantify Impact
9. Select Expiration Date
10. Confirm and Submit

- Click on the green button to select materials through eSchoolMall. In eSchoolMall, you'll be able to **shop from a variety of vendors** who supply educational resources. Check out the [list of vendors](#).
- You'll need **6 points** to submit a Class Trip, Class Visitor, or "Special Request" project for any materials not available in eSchoolMall. (?)

Step 4: Go Shopping

The screenshot displays the DonorsChoose.org eSchoolMall interface. On the left, a sidebar titled 'Create a Project' lists 10 steps: 1. Welcome, 2. Choose Project Type, 3. Create Title, 4. Go Shopping (highlighted in orange), 5. Summarize Cart, 6. Tell Your Story, 7. Provide Project Details, 8. Quantify Impact, 9. Select Expiration Date, and 10. Confirm and Submit. The main content area is titled 'Find Materials' and includes a breadcrumb trail: 'home > my account > my project drafts > eSchool Mall'. Below the breadcrumb trail are links for 'eSchool Mall', 'eSchool Mall Tutorial', and 'eSchool Mall FAQs'. The 'eSchoolMall' logo is prominently displayed, along with the tagline 'Online Procurement for Education'. A navigation bar contains buttons for 'Find Materials', 'View Cart', and 'Checkout'. The 'Find Materials' section contains a text box for searching vendors' catalogs and a list of radio buttons for selecting catalogs. The 'Shop Express Websites' section contains a text box for selecting a vendor to go to its website and a list of radio buttons for selecting vendors.

Create a Project - Materials

home > my account > my project drafts > eSchool Mall

eSchool Mall eSchool Mall Tutorial | eSchool Mall FAQs

Video Guide | Help

eSchoolMall
Online Procurement for Education

Find Materials View Cart Checkout

Find Materials

Find materials for your project request using Express vendors' catalogs and websites, and then add them to your eSchoolMall shopping cart.

After you have selected materials for your proposal, be sure to view your eSchoolMall cart and then check out of eSchoolMall so that all of the items will be transferred to your DonorsChoose.org project proposal.

Search Express Catalogs

Search the catalogs of the vendors below.

Enter Text

Search

e.g. "LCD projector," or "Scrapbook"

☒ All Catalogs

☐ AKJ Educational Services, Inc. (books)

☐ Best Buy

☐ Dick Blick

Shop Express Websites

Select a vendor to go to its website. Shop and add items to your cart. Completing the checkout process is required to add your item(s) to your eSchoolmall cart. Note that you will not need to pay for your items.

OR

☐ Abilitations

☐ Audio Graphic Systems

☐ Brodhead Garrett

☐ Childcraft

☐ Dick Blick

- After you click the “Go shopping” button on the previous screen, **a new window will open for eSchoolMall.**
- **Check out our [search tips](#) and [list of commonly requested items](#) to help guide your search.**
- After selecting all of your items, you need to **“check out” of eSchoolMall** to transfer all materials into your DonorsChoose.org project cart. (?)

Step 4: Go Shopping

Steps:

- [Welcome](#)
- [Choose Project Type](#)
- [Create Title](#)
- [Go Shopping](#)**
- Summarize Cart
- Tell Your Story
- Provide Project Details
- Quantify Impact
- Select Expiration Date
- Confirm and Submit

4. Go Shopping: Your Cart Help ▼

Materials	Vendor	Price	#	Total	
COLLEGE RULE, SPIRAL NOTEBOOK, 120/SHEETS, 11X8-7/8, 3-SUBJECT -- Ampad Microperforated Spiral Notebooks; 3-Subject, 120 Sheets/Book	Quill Corporation	\$12.59	10	\$125.90	edit or remove

[clear entire cart](#) [add materials](#)

You have: **3 points**. This project will cost: **1 point**.


Material Cost	\$125.90
Vendor Shipping Charges ?	\$12.59
State Sales Tax ?	\$0.00
3rd Party Payment Processing Fee ?	\$1.89
Postage / Processing for Donor Thank-You Package ?	\$9.00
Project Cost Excluding Donation to Support DonorsChoose.org	\$149.38
Optional Donation to Support DonorsChoose.org ?	\$32.79
Project Cost Including Donation to Support DonorsChoose.org ?	\$182.17


Note: Review Your Cart Carefully
You will not be able to change the materials after you submit your project.

[Save Draft](#) [Save and Summarize Cart >](#)

- After you select your materials and check out of eSchoolMall, you'll see the items you selected in your **DonorsChoose.org project cart**.
- You can also review the **final cost** that will be posted once your project is live on our website. [Learn more](#) about how your final project cost is calculated.

Step 5: Summarize Cart

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Help Center | My Account | Sign Out | Giving Cart: 0 items 

Projects | Gifts | About

Create a Project

home > my account > my project drafts > summarize cart

Steps:

- [Welcome](#)
- [Choose Project Type](#)
- [Create Title](#)
- [Go Shopping](#)
- 5. Summarize Cart**
- Tell Your Story
- Provide Project Details
- Quantify Impact
- Select Expiration Date
- Confirm and Submit

5. Summarize Cart Help ▼

In one sentence, summarize the requests in your cart below.

Summary Examples: [Hide Examples](#)

"My students need 50 children's books, such as Green Eggs and Ham and Mr. Moon to read during story time."

"My students need a new rug, calculators and other basic supplies to start the new school year."

[Check spelling](#)
Character count: **17**
Characters remaining: **153**
Minimum characters: **25**


Save Draft

Save and Tell Your Story >


[Return to Go Shopping to edit cart](#)


Materials	Vendor	Price	#	Total
COLLEGE RULE, SPIRAL NOTEBOOK, 120/SHEETS, 11X8-7/8, 3-SUBJECT -- Ampad Microperforated Spiral Notebooks; 3-Subject, 120 Sheets/Book	Quill Corporation	\$12.59	10	\$125.90

- In this step, we ask you to **summarize** the items you've requested in one sentence. It should reflect exactly what's in your cart.
- If you need to make **changes to your materials**, click on the "Return to Go Shopping" link.

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Step 6: Tell Your Story

 **DonorsChoose.org**
Teachers ask. You choose. Students learn.

Help Center | My Account | Giving Cart: 0 items 

Projects | Gifts | About

Create a Project

[home](#) > [my account](#) > [my project drafts](#) > **tell your story**

Steps:

- [1. Welcome](#)
- [2. Choose Project Type](#)
- [3. Create Title](#)
- [4. Go Shopping](#)
- [5. Summarize Cart](#)
- 6. Tell Your Story**
7. Provide Project Details
8. Quantify Impact
9. Select Expiration Date
10. Confirm and Submit

6. Tell Your Story Help ▼

Open with the challenge facing your students.
Opening Examples:
[Show Examples](#)

Tell us more about your students.
Who are they? What are they like? What kind of school do they attend? For privacy, don't reveal names or location -- mentioning your state is OK, but nothing more specific.

Inspire potential donors with an overview of the resources you're requesting.
Include a vivid description of how these resources will change your students' lives for the better. What activity will you be able to do? What will your students learn?

Close by sharing why your project is so important.
This is your last chance to convince donors to support this project. How will donations to this request make a difference? What broad impact will this project have on your students?

- Here we'll walk you through four steps to describe your project. The more **concise and compelling** your story, the more likely it is to attract donors.
- Need some **inspiration**? Click on the examples link on the screen or check out the essays of [projects already posted](#) on DonorsChoose.org.

Step 7: Provide Project Details

The screenshot shows the 'Provide Project Details' step of the DonorsChoose.org project creation process. The page has a light blue header with the DonorsChoose.org logo and navigation links. A dark blue sidebar on the left lists 10 steps, with '7. Provide Project Details' highlighted in orange. The main content area has an orange header for '7. Provide Project Details' and a 'Help' dropdown. The form includes three required questions with dropdown menus and radio button options. At the bottom, there are two buttons: 'Save Draft' and 'Save and Quantify Impact'. A link at the very bottom asks if materials are essential needs or enrichment.

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Help Center | My Account | Giving Cart: 0 items

Projects | Gifts | About

Create a Project

home > my account > my project drafts > provide project details

Steps:

- Welcome
- Choose Project Type
- Create Title
- Go Shopping
- Summarize Cart
- Tell Your Story
- Provide Project Details**
- Quantify Impact
- Select Expiration Date
- Confirm and Submit

7. Provide Project Details

Help ▾

What subject area(s) will your project support?

* Subject area:

Additional subject area (optional):

*** What kind of resource(s) does this project request?**

☐ Books

☐ Technology

☐ Supplies

☐ Other

*** What classroom need does your project meet? (Donors fund both types equally!)**

☐ Essential Needs

☐ Enrichment

Save Draft

Save and Quantify Impact >

[Are my materials essential needs or enrichment?](#)

- The information you enter here will **help donors find your project** once it's posted.
- If you're not sure whether your materials are **essential needs or enrichment**, there's a link at the bottom of the page to help you decide.

Step 8: Quantify Impact

The screenshot shows the 'Create a Project' page on DonorsChoose.org. The top navigation bar includes 'Help Center', 'My Account', and 'Giving Cart: 0 items'. Below this is a breadcrumb trail: 'home > my account > my project drafts > quantify impact'. The left sidebar lists 10 steps, with '8. Quantify Impact' highlighted. The main content area is titled '8. Quantify Impact' and contains the following sections:


- * This project's resources will benefit students in the following grades:**
 - ☐ Grades PreK-2
 - ☐ Grades 3-5
 - ☐ Grades 6-8
 - ☐ Grades 9-12
- * If the range above does not accurately describe the grade levels of the students who will benefit from this project, please check or uncheck as necessary below. You must have at least one grade checked.**


<input type="checkbox"/> Pre-K	<input type="checkbox"/> 4th Grade	<input type="checkbox"/> 9th Grade
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 10th Grade
<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> 11th Grade
<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 7th Grade	<input type="checkbox"/> 12th Grade
<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 8th Grade	
- * How many students will benefit from this project this school year?**
- * Will the resource(s) be used again by future classes of students?**
 - ☐ Yes
 - ☐ No

At the bottom, there are two buttons: 'Save Draft' (orange) and 'Save and Select Expiration Date' (green) with a right arrow.

- We ask you to quantify the impact of your project to **give donors a clear picture** of the experience they can help make possible by supporting your request.
- Calculate only the number of students who will benefit from the project **this school year**.

Step 9: Select Expiration Date

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Help Center | My Account | Giving Cart: 0 items 

Projects | Gifts | About

Create a Project

home > my account > my project drafts > select expiration date

Steps:

- [Welcome](#)
- [Choose Project Type](#)
- [Create Title](#)
- [Go Shopping](#)
- [Summarize Cart](#)
- [Tell Your Story](#)
- [Provide Project Details](#)
- [Quantify Impact](#)
- 9. Select Expiration Date**
- Confirm and Submit

9. Select Expiration Date

Help ▼

Projects posted to DonorsChoose.org have up to 5 months to receive funding.

☒ Keep my project on the site as long as you can! (5 months)

☐ My project can't take place after a certain date, so I need to set my own expiration date. Keep my project on the site until . This date is 6 weeks before I need my materials. ([Why?](#))

Projects not fully funded at the time of their expiration will be removed from our public site but will remain in your account for your reference.

Save Draft

Save and Confirm Project >

[What happens if a project has only partial funding when it expires?](#)
[Why won't an earlier expiration date increase my chances of funding?](#)

- Materials will be **purchased** only after a project is fully funded.
- We encourage you to leave your project posted for **the full 5 months if possible** to maximize your chance of funding.

Step 10: Confirm and Submit

Steps:

- Welcome
- Choose Project Type
- Create Title
- Go Shopping
- Summarize Cart
- Tell Your Story
- Provide Project Details
- Quantify Impact
- Select Expiration Date
- Confirm and Submit

10. Confirm and Submit

Your Project Title (edit)

Your Classroom Photo

My Students: My students are aspiring baseball players, but lack the necessary materials to practice! (edit)

My second graders love to play baseball. Many tell me it's their favorite part of the day! Physical activity is very important. It helps students stay fit and helps them concentrate better in school. Unfortunately, our school has very limited funding, so sports are usually the first targets of budget cuts. (edit)

My Project: To help my students pursue their love of baseball, I need to somehow make up for the lack of baseball. I am therefore requesting five dozen baseball pitching machine balls. These balls will really help with batting practice. They will also help teach the students hand-eye coordination! (edit)

It is very important that students keep active so they can stay healthy. This also allows them to have more energy and concentration, which can be productively applied to academics. (edit)

My students need 5 dozen baseball pitching machine balls. The cost of this proposal is \$247, which includes shipping for any materials requested and fulfillment. (edit)

[edit details](#) [edit cart](#)

Project Details & Costs

Mr. B's Classroom: Minimal Poverty School
Region: New York (City)
Where is the classroom located? (edit)
Submitted: Feb 10, 2010
Expires: Jul 09, 2010

Materials	Vendor	Price	#	Total
YELLOW 9" BASEBALL PITCHING MACHINE BALLS (One dozen)	Cannon Sports, Inc.	\$24.75	5	\$123.75
				(edit cart)
				Vendor Shipping Charges: \$17.38
				State Sales Tax: \$0.00
				3rd Party Payment Processing Fee: \$2.01
				Postage / Processing for Donor Thank-You Package: \$0.00
				Project Subtotal: \$202.74
				Optional Donation Towards Operating Costs: \$44.55
				TOTAL PROJECT COST: \$247.34

Additional Details

Level: Grades PreK-2
Teacher's funded projects: 5
Thank-you personally: N/A (edit)


Subject: Mathematics (in Math & Science)
Resource: Books (Essential)
Students reached: 15
Used by future students? Yes
Project ID: 384762

[Save Draft](#) [Submit Project](#)

- In Step 10, you'll look over your essay, cart summary, project details and materials cart. You'll be able to go back and **make changes if needed**.
- Review your project carefully before making your final submission. Once you submit your project, it **cannot be modified**.

What's Next?



[Help Center](#) | [My Account](#) | [Giving Cart: 0 items](#) 

[Projects](#) | [Gifts](#) | [About](#)

Thank you!

You've submitted your project - nice work!

Now what?

We've sent you an email confirmation. We've received your project and volunteers will review your project to make sure it has all the information we need. Within ten business days, you'll receive an email from us saying one of two things:

1. Your project has been posted and is available for funding on DonorsChoose.org, or
2. We need more information before we can post your project.

Don't be a stranger!

- Log into [your account](#) at any time to check on the status of your project, and be sure to look for our email.
- Join the [DonorsChoose.org Facebook group!](#)
- Visit the [Help Center](#) to learn more about our process.

- DonorsChoose.org staff or volunteers will **review your project** and either post it on our website or contact you with any questions. Either way you'll get an email with an update.
- Once your project is posted, **spread the word** to family and friends! Many of our most successful teachers have inspired their networks to support their DonorsChoose.org projects. You'll find tools in your teacher account and throughout our website to help you share your awesome work.

Thanks for going above and beyond for your students!